



## **Inclement Weather Policy**

**Approved by the Board of Trustees**

**Name of Board President** Mary Blanton

**Approval Date:** 12-12-19

**Effective Date:** Upon signature

**Revision History:** None

**Purpose:** The purpose of this policy is to clarify roles and expectations in the event of potentially dangerous travel conditions for Sunday church activities at UCCV.

**Policy and Procedures:** In the event of the possibility of inclement weather making travel treacherous or impossible for Sunday church activities, the following should occur:

- An email is sent to the congregation email list, no later than Noon on Saturday, indicating that church activities may be canceled for Sunday. Final decision is sent in another email by 7pm on Saturday. If the service is cancelled then it is also posted on the UCCV Website by 7pm Saturday evening.
- The Board President and Minister will confer by 6pm on Saturday to make a final decision about church services. The Minister and Board President should consult with the Sunday speaker (if not the minister) prior to making a final decision. If either the Board President or the Minister are not available, the President-Elect will engage. Discretion applies, but generally speaking it is warranted to cancel

services in the event of a National Weather Service warning for Catawba County indicating that travel is inadvisable.

- Once a final decision is made, an email is sent to the congregation with that decision.
- If church activities are canceled:
  - The front page of the Web site is updated and a notification on Facebook is posted to indicate that decision.

**Responsibilities:**

- It is the responsibility of the Board President (or President-Elect if the Board president is unavailable) to make a final decision about canceling church activities.
- It is the responsibility of the Board President to ensure that the above procedure is carried out. The Board President (or President-Elect if the President is not available) will communicate the final decision to the congregation or delegate communication.
- It is the responsibility of the Operations Assistant to ensure that the front page of the website is updated.
- It is the responsibility of the Board President to send a message (or delegate the sending of a message) ensuring that an announcement regarding the decision is sent to the congregational email list both on Saturday by Noon and Saturday by 7pm.